

VOC (BENCH GRINDER)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



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|---------------------------|---------------|
| TRAINEE NAME | |
| ASSESSOR NAME | |
| TOOL TYPE | Bench Grinder |
| TOOL MAKE / MODEL | |
| DATE OF ASSESSMENT | |

KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)

| QUESTION | C / NYC |
|---|---------|
| 1. List at least 3 things that you would inspect as part of a pre-start check. | |
| 2. List at least 2 issues that that could impact the safety of the machine (e.g. overly worn components). | |
| 3. What should you do if you identify significant defects or issues during your pre-start check? | |
| 4. What should you do if you find the tool has no current electrical test and tag (240v tools only)? | |

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| <p>5. List at least 2 safety features on this machine and their function.</p> | |
| <p>6. List 3 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.</p> | |
| <p>7. List any PPE requirements that may exist for this machine.</p> | |
| <p>8. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.</p> | |
| <p>9. List any operator maintenance required for this machine (e.g. changing blades).</p> | |

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| PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR) | |
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| TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING) | C / NYC |
| PREPARING TO GRIND MATERIALS | |
| The trainee checked equipment for hazards, danger, and isolation tags. | |
| The trainee performed checks to ensure all doors, inspection openings, and guards were in position and secure. | |
| The trainee adjusted equipment settings to ensure conformance with standard operating procedures (SOPs). | |
| The trainee notified appropriate personnel of the intention to start equipment. | |
| The trainee conducted additional pre-start checks as required in accordance with SOPs. | |
| The trainee checked for an adequate supply of materials available to meet production requirements. | |
| GRINDING MATERIALS | |
| The trainee started equipment in sequence following SOPs. | |
| The trainee monitored instrument and control panels, adjusting as necessary to remain within specified operating parameters. | |
| The trainee conducted physical inspections of plant and equipment at specified intervals to identify any anomalies. | |
| The trainee maximized product throughput and efficiency to maintain target parameters. | |
| The trainee communicated with appropriate personnel regarding the status of operations. | |
| The trainee employed safe working practices throughout operations. | |
| The trainee shut down equipment and completed required records. | |
| DISTRIBUTING GROUND PRODUCTS | |
| The trainee distributed ground materials to their correct silo or storage area. | |
| The trainee monitored silo or storage areas to ensure compliance with enterprise storage quality and quantity requirements. | |
| RECTIFYING ROUTINE PROBLEMS | |
| The trainee identified and rectified faults and equipment failures. | |
| The trainee maintained records and logbooks of equipment operations. | |
| The trainee identified non-routine problems and reported them to the designated person. | |
| CONTROLLING HAZARDS | |
| The trainee identified hazards in the grinding work area. | |
| The trainee assessed risks arising from those hazards. | |
| The trainee implemented measures to control those risks. | |
| The trainee knew how to shut down in an emergency. | |

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| ASSESSMENT RESULT | C / NYC |
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| ASSESSOR NAME AND SIGN | |
| TRAINEE NAME AND SIGN | |